



Created: July 2013

Replaces: Data Entry Operator from July 2012

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| Job Title:              | <b>Administrative Assistant II – (Police Support Services)</b> |
| Job Description Number: | <b>1100</b>  |
| Department/Division:    | <b>Police/Administration</b>                                   |
| Exemption Status:       | <b>Non-Exempt</b>  |
| Pay Grade:              | <b>206</b>   |
| Immediate Supervisor:   | <b>Police Sergeant</b>   |
| Normal Work Schedule:   | <b>Mon-Fri, 8 hours/day</b>                                    |

### **Brief Description of the Job:**

Enter traffic citations, warning tickets, field interview cards, and traffic collisions into the system for the Crime Analysis unit. Compare FI cards to the probation list. Complete a prison report that is sent out on a monthly basis. Provide the Greenville Housing Authority with crime statistic on their twelve locations in the City. Send out a warning ticket report to the SC Department of Public Safety. Receive all the information and enter the information into the system so that bi-weekly the department will see the activity of tickets, accidents, and field interview cards for the COMPSTAT meeting. Send out the prison report so that officers will know what individuals are released from prison. Send a monthly report to the President of the Greenville Housing Authority of the twelve locations of the crime statistics. A warning report is sent to the SC Department of Public Safety of what individuals were issued warning tickets. Provide the public with crime statistics for locations requested. Provide copies of requested tickets for officers. Provide accident statistics for locations requested. Assist in the facilitation of timesheet processing, either in HTE or Executime, for the Police Department.

### **Essential Functions:**

**Data Entry (40%):** Enter all traffic citations and field interview cards into V-Connect system. Enter all warning tickets and traffic collisions into Access database. Compare field interview cards to the Probation list. Send out the field interview report weekly. Enter information into the COMPSTAT Access database on accidents to track areas needing enforcement. Enter parking tickets into Access to track citations.

**Provide Administrative Support (30%):** Provide administrative support to the traffic and narcotics division. Assist with biweekly timesheet entry for the Police Department, running and balancing time reports, and/or assisting department personnel with completion of electronic timekeeping system. Greet visitors to the Police Museum. Answer phone calls as needed for divisions.

**Ticket Transmittals (10%):** Must organize all tickets received from court and enter into the V-Connect system. Send originals with transmittal sheet to the Highway Department.

**Prison Report (5%):** Conduct inquiries on all individuals in South Carolina State-Wide Offender Record database that are released from prison and send out a Prison report monthly to all officers for those .

The purpose of this report is to allow officers the ability to see what individuals are being released and what charges they committed.

**Housing Authority Project (5%):** Send out a monthly report pulled from V-Connect to the President of the Greenville Housing Authority of all twelve locations that the Housing Authority own in Greenville. The purpose of this report is to allow the President to see what crimes are occurring in those locations.

**Warning Ticket Project (5%):** Prepare and submit the warning ticket report through an Access database to the SC Department of Public Safety for subjects issued warning tickets by the Police Department. This report is submitted on a monthly basis.

**Public Crime Statistics (5%):** Answer calls from the public requesting crime statistics within the City of Greenville.

Other duties and responsibilities as assigned.

### **Physical Demands**

**Overall Strength Demands:** Sedentary strength demands include exerting up to 10 pounds occasionally or negligible weights frequently; sitting most of the time.

**Physical Demands:** Continuously requires fine dexterity, sitting, handling, and vision. Frequently requires talking. Occasionally requires walking and hearing. Rarely requires standing, reaching, kneeling, pushing/pulling, climbing, and twisting.

**Machines, Tools, Equipment, and Work Aids:** Telephone, fax machine, and copier.

**Computer Equipment and Software:** AS400, V-Connect, and Access database.

### **Working Conditions**

**Overall Working Conditions:** Good: Relatively free from unpleasant environmental conditions or hazards.

**Environmental Factors:** None.

**Health and Safety:** None.

**Primary Work Location:** Office Environment.

**Protective Equipment Required:** None.

### **Non-Physical Demands**

Occasionally requires performing multiple tasks simultaneously and working closely with others as part of a team. Rarely requires time pressures, emergency situations, frequent change of tasks, irregular schedule/overtime, and tedious or exacting work.

## **Job Requirements**

**Formal Education:** High school diploma plus six months to one year of advanced study or training in data entry and computer skills is required.

**Experience:** No experience required.

**Driver's License Required:** Class D South Carolina license.

**Certifications and Other Requirements:** None.

## **Job Demands**

**Reading:** Intermediate Level: Ability to read papers, periodicals, journals, manuals, policies, dictionaries, thesauruses, and encyclopedias.

**Math:** Intermediate Level: Ability to deal with a system of real numbers; and practical application of fractions, percentages, ratios/proportions and measurement.

**Writing:** Intermediate Level: Ability to write reports, prepare business letters, summaries, meeting minutes, and emails using proper format, punctuation, spelling, and grammar, using all parts of speech.

**Human Collaboration Skills:** Work requires regular and routine interaction involving exchange and receipt of information. Work has a moderate impact on the organization. External contacts include SC Probation and Pardon Services. Internal contacts include Departmental Command and agency personnel.

**Management and Supervision:** Job has no responsibility for the direction or supervision of others.

**Technical Skill:** Basic skill: Work requires the use of standard technical skills appropriate to the work environment of the organization. Advanced application: Work affects accuracy of multiple projects.

## **Freedom to Act and Impact of Action**

**Receives Direction:** The employee normally performs the duty assignment after receiving general instructions as to methods, procedures, and desired end results. There is some opportunity for discretion when making selections among a few, easily identifiable choices. The assignment is usually reviewed upon completion. **Moderate impact of action:** Moderate benefits or costs in time, money, or public/employee relations.

## **Disclaimer**

The above information on this description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees assigned to this job.